

# **Commission on Improving the Status of Children in Indiana Task Force Protocol**

## **General Information**

The goals of each task force are to study, deliberate and develop thorough recommendations to the Commission on Improving the Status of Children in Indiana (“Commission”) regarding topics assigned by the Commission. The recommendations will be used to help inform the work of the Commission.

Task force meetings are open to the public. Task force information will be posted to the Commission website at [www.in.gov/children](http://www.in.gov/children). Such information will include names of task force members, meeting dates, times and locations, meeting agendas, minutes, reports, and any other information the task force chair(s) would like posted. Information should be forwarded to the Commission Staff Angela Reid-Brown [angela.reid-brown@courts.in.gov](mailto:angela.reid-brown@courts.in.gov) and Anne Jordan [anne.jordan@courts.in.gov](mailto:anne.jordan@courts.in.gov) (“Commission Staff”) as soon as this information becomes available. Documents should be sent in their original file format or as an electronically converted PDF file. Scanned PDF documents are unable to be posted to the website.

## **Duties of Task Force Chair(s)**

1. Appoint task force members and identify staff for task force. The maximum recommended number of task force members is 12-15.
2. Finalize the date, time, location, and agenda at least five days in advance of task force meetings and forward to Commission Staff for posting on the website. Task force meetings should be held at a location that is available to members of the public.
3. Record minutes. Staff of the task force should take minutes at each meeting. Minutes should include the date, time and place of the meeting; members present and absent, and a brief summary of discussions. A copy of the approved minutes should be forwarded to Commission Staff for posting on the website.
4. Attend Commission meetings and give presentations on the work of the task force as scheduled.
5. Annual report. Submit a report no later than May 1 each year regarding the work of the task force during the previous year.

## **Meetings/Ground Rules**

1. Each task force should meet regularly. Task force members are expected to make a good faith effort to attend meetings and represent the concerns and interests of the organization that the member represents. Policy recommendations presented to the Commission Executive Committee for consideration must represent the majority position of the task force.

2. The purpose of the task force is to give advice and make recommendations. Members should strive to find common ground and articulate it in the recommendations.
3. When speaking with others outside the task force, task force members should indicate that they are not speaking on behalf of the task force or the Commission and should present only their own views.
4. Task forces from time to time, based on their work, activities, or specific topic areas, may hold focus groups or other events to gather specific feedback from non-task force members.
5. Task force members shall serve without compensation.

### **Task Force Expenses**

The Indiana Supreme Court, through its Court Improvement Program, has set aside five hundred dollars (\$500) for each task force of the Commission to reimburse basic expenses incurred by task force. Such expenses may include copying, printing, postage, and stationery expenses. Expenses over and above \$500, or which are outside the scope of approved expenses, requires the express written approval of Justice Loretta Rush prior to incurring the expense.

Request for reimbursement, along with a receipt, invoice, or other proof of payment, should be submitted to Angela Reid-Brown, Court Improvement Program Administrator, 30 South Meridian Street, Suite 900, Indianapolis, IN 46204 or [angela.reid-brown@courts.in.gov](mailto:angela.reid-brown@courts.in.gov). Reimbursements will be processed according to the Auditor of State payment guidelines.